

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

Air Resources Board

Enforcement Division

Present

National Air Compliance Training Delivery Project

Uniform Air Quality Training Program

CARB 345

ENFORCEMENT CASE DEVELOPMENT AND RESOLUTION

November 18 -21, 2008

Cal EPA Building

Training Room 5, Fifth floor

This course is designed for a student that seeks to understand the complete compliance process including enforcement. The student should come away with the knowledge and skills necessary to become a productive member of a compliance team. The two and one-half day course will focus on the enforcement case process used by US local, state, and federal environmental agencies primarily the administrative and civil judicial processes. Topics include targeting the appropriate enforcement option, penalties, negotiation, and case resolution follow-up. The course discusses all violation resolution options including informal action, formal notices, administrative orders and administrative consent orders, civil litigation settlement and case litigation. The importance of proper documentation and adherence to procedure will be emphasized. The course includes a combination of lectures, exercises, and role-playing. A manual is included with the course.

Date/Time	Topics
Tuesday November 18, 2008 8:30 am – 5:00 pm	Introduction to Course Roles and Responsibilities Review of Compliance Principles Determining Compliance Data Collection
Wednesday, November 19 8:00 am – 5:00 pm	Determining Appropriate Response Types of Enforcement Actions Settlement Provisions Penalties Negotiation Exercise game Negotiation Techniques Introduction to Case Settlement Exercise and Preparation for negotiations
Thursday, November 20, 2008 8:00am	Review & Discussion of Negotiation Role Play Negotiation Sessions Negotiation Review Wrap-up and Evaluation
For more information contact	Nancy Thompson (916) 322-2227 cdtrain@arb.ca.gov